

# POLICE CORPORAL

**GRADE: PO4**

**STEP PROGRESSION: 3-18**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The Police Corporal is charged with tasks and responsibilities relating to maintaining order, protecting life and property and upholding the laws of the State of Maryland and the ordinances of the City of Rockville.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Conducts assigned patrols, whether on foot or by vehicle, throughout the City for the purpose of preventing, detecting or responding to criminal acts.
- Answers calls from citizens for assistance or protection of their life and property.
- Conducts investigations and gathers evidence in cooperation with other law enforcement personnel and the State's Attorney's Office in connection with incidents of criminal activities.
- Makes arrests of persons charged or suspected of criminal activities and does so in a manner that protects the rights of the accused, the rights and safety of the general public as well as the safety of themselves and other Officers.
- Detects violations of traffic regulations, and issues warnings and citations as necessary to insure the safety of the public and the free flow of movement on public ways.

- Responds to reports of traffic accidents, insuring the proper assistance is obtained for injured individuals and that the causes are investigated and issue appropriate citations.
- Makes inspections of assigned vehicle and equipment daily and reports any defects.
- Maintains personal equipment in proper order.
- Assists in crime prevention efforts as directed.
- Performs various duties and tasks related to special assignments as necessary.
- Performs other related duties.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Must be a current Rockville City Police Officer with all the required qualifications and have not less than five years of satisfactory and continuous service from the date of hire. Must successfully pass (70% or better) a department generated skills and knowledge written examination.

### **Preferred Knowledge, Skills and Abilities:**

- Comprehensive knowledge of the principals and practices of police work, including fingerprinting, investigation techniques, arrest procedures, communications, and City, State, and Federal laws.
- Working knowledge of the geography, street locations and numbering system, and of the principal buildings in the City.
- Some knowledge of law enforcement agencies and of their methods of operations, responsibilities, limitations and relations with other governmental jurisdictions.
- Some knowledge of personal rights and of the requirements and procedures involved in police work.
- Ability to observe situations analytically and objectively and to record them clearly and completely.
- Ability to deal courteously but firmly with the general public while under difficult and contentious circumstances.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to act quickly and calmly in often dangerous circumstances.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to apply modern practices and techniques involving the investigation, arrest, detention or treatment of persons.
- A high level of skill in the care and use of firearms.
- A high level of skill in the operation of motor vehicles.
- Ability to write clearly and concisely.